

NLRB-29

System name:

Work in Progress (WIP) and Associated Headquarters Files.

Security classification:

None.

System location:

Records are stored on paper and electronic media at Agency Headquarters, Division of Advice, Office of Legal Research and Policy Planning, 1099 14th Street, NW., Washington, DC 20570. Additionally, pursuant to the Agency's flexiplace and telecommuting programs, or due to official travel, Associated Headquarters Files (or copies of such files) also may be temporarily located at alternative worksites. All appropriate safeguards will be taken at these sites.

Categories of individuals covered by the system:

Individual parties in cases decided by the Board and related court cases; current and former Agency employees assigned to cases.

Categories of records in the system:

(1) Summary information of the Agency's internal legal research database of Board and related court decisions, including summaries and classifications of those decisions, names of parties in decisions, work completion status, and Agency personnel assignments, is maintained in an electronic case tracking system, WIP.

(2) Associated Headquarters Files are paper records established and maintained to create summaries and classifications of Board and related court decisions. The paper records include the names of current and former Agency employees assigned to create the summaries and classifications, as well as Board and federal court decisions.

Authority for maintenance of the system:

29 U.S.C. 153(d), 160; 44 U.S.C. 3101.

Purpose:

WIP is an electronic case tracking system used by the Legal Research and Policy Planning Branch to collect, classify and summarize decisions issued by the Board and courts, as well as to store, maintain and retrieve the classifications and summaries. The information and activities tracked by the system may be generated by the issuance of Board and court decisions, or by the commencement or completion of work by Agency employees.

This database stores current and historical information, and is used to generate data for case assignment. The classifications and summaries are also published in the Classified Index of National Labor Relations Board Decisions and Related Court Decisions, as well as on a public electronic research database called CITENET. The Associated Headquarters Files are paper files maintained to aid in preparing the classifications and summaries. WIP and the Associated Headquarters Files may also be used to assist in evaluating Agency employee performance.

Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

The standard routine uses applying to this system are those listed in the General Prefatory Statement to this document, items numbered 7-10 and 12-15 only.

Disclosure to consumer reporting agencies:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is maintained on paper and electronic media.

Retrievability:

Data may be retrieved by names of individual parties in cases decided by the Board and related court cases; current and former Agency employees assigned to cases; as well as by non-personal identifiers, such as Agency case numbers.

Safeguards:

Access to Agency working and storage areas is restricted to Agency employees who have a need to use the information in order to perform their duties, custodial personnel, Federal Protective Service personnel, and other contractor and security personnel. All other persons are required to be escorted in Agency areas. Associated Headquarters Files are maintained in staffed or locked areas during working hours. The facilities are protected from unauthorized access during non-working hours by the Federal Protective Service or other security personnel. Those Agency Headquarters employees who telecommute and may possess Associated Headquarters Files (or copies of such files) at alternative worksites are instructed as to keeping such information in a secure manner.

Electronic system-based access controls are in place to prevent data misuse. Access to electronic information is controlled by administrators who determine users' authorized access based on each user's office and position within the office.

Access criteria, procedures, controls, and responsibilities are documented and consistent with the policies stated in a memorandum titled "NLRB Access Control Standards, Password Management," and dated January 23, 2002.

All network users are also warned at the time of each network login that the system is for use by authorized users only, and that unauthorized or improper use is a violation of law.

Retention and disposal:

WIP information will be retained and disposed of in accordance with appropriate Agency schedules that will be submitted to the National Archives and Records Administration (NARA) for its approval. Associated Headquarters Files are disposed of in accordance with the Agency's Disposition Standards Records, as approved by NARA.

System manager and address:

Assistant General Counsel, Legal Research and Policy Planning Branch, Division of Advice, National Labor Relations Board, Room 10600, 1099 14th Street, NW., Washington, DC 20570-0001.

Notification procedure:

An individual may inquire as to whether this system contains a record pertaining to such individual by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(a) (as newly designated in accompanying proposed amended regulations).

Records access procedure:

An individual seeking to gain access to records in this system pertaining to such individual should contact the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(b) and (c) (as newly designated in accompanying proposed amended regulations).

Contesting record procedure:

An individual may request amendment of a record in this system pertaining to such individual by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(d) (as newly designated in accompanying proposed amended regulations).

Records source categories:

Record source categories include Board and federal court decisions, and current and former Agency employees of the Legal Research and Policy Planning Branch.

Exemptions claimed for the system:

None.